



Memorandum

Wisconsin Department of Transportation
Division of Transportation System Development
Daniel R. Grasser, Administrator
Hill Farms State Transportation Building
4802 Sheboygan Ave., Room 451
Madison, Wisconsin 53705

Date: December 12, 2012
To: WisDOT Roster of Eligible Engineering Firms
From: Consultant Services Section
Subject: Upcoming Changes the FDM Section 8-5-45, Eligible Consultants

Consultants that were registered with WisDOT in February of 2012 do not need to re-register with the department in February of 2013. The next time to re-register will be by February 15 of 2014.

FDM Section 8-5-45 currently describes the process for consultants to become and remain eligible to perform engineering and related services on WisDOT administered projects. One of those steps is to register their qualifications and experience by completing WisDOT's Consultant Report Form DT1538. Once registered, a consulting firm is required to re-register at some interval. The Department is in the process of changing the re-registration process outlined in the FDM from annual to biennial. In the future, consultants already registered with WisDOT will need to re-register by February 15 of each even-numbered year.

Consultants must submit a Consultant Financial Report annually to the Department, as outlined under FDM 8-5-47 in order to be listed on the WisDOT roster of Eligible Engineering Consultants. Firms on the roster of Eligible Engineering Consultants must submit their Consultant Financial Report to the Department within five (5) months of the end of the consultant's fiscal year.